



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

May 14, 2002

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-66

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: 2002-2003 Flexible Benefits Plan Year Employee Record Maintenance

Flexible Benefits Plan (FBP) Annual Enrollment ended on April 30, 2002. All new enrollments and changes to current enrollments for Group Hospitalization, Life, Dependent Life and Flexible Spending Account (Health Care & Dependent Care) deductions should be completed prior to payroll calc on Monday, June 10, 2002. All new enrollments and changes to current enrollments for miscellaneous insurance deductions should be completed prior to payroll calc on Monday July 8, 2002.

Group Hospital and Life rates and all new plan codes should be in production as of Tuesday May 14, 2002. Agencies should refer to On-Line Help for the set up of new deductions and the maintenance of current deductions.

Enrollment in the Flexible Spending Account Plans (Health Care & Dependent Care) are conducted on a plan year basis. Employees must complete new enrollment forms for these plans yearly during Annual Enrollment. ISIS HR should reflect plan year begin and end dates for the current year only. Agencies should enter 06/30/03 for the plan year end date for all new enrollments and changes to current enrollments. Refer to On-Line Help for instructions. Refer to OSUP Memorandum #2002-61 for information on the new Health Care Flexible Spending Account set up for the 2002-2003 plan year.

The Office of Group Benefits (OGB) will again allow all state employees a one-time change in their hospitalization plan during the next Health Plan year. **For employees participating in the FBP, the total dollar amount being sheltered must remain the same throughout the plan year.** For employees who change to a hospitalization plan with a different premium amount, agencies must set up a recurring deduction to correct the pre-tax amount for any increase or decrease of premiums due to this change. Refer to On-Line Help for instructions.

Any questions about how to set up or delimit Group Hospitalization/Life, Flexible Spending Accounts or miscellaneous insurance deductions should be directed to the ISIS HR Help Desk after consulting On-Line Help. For questions on what to do or the timing of changes, please contact a member of the Benefits & Financial Administration Unit at (225):

Paula Rotolo 342-5377
Penny Jones 342-5354
Angela Woods 342-5950

Angel Vernon 342-5344
Orneatha Wright 342-5357

JWC:ACV:kmb